



## Fund for Children, Youth, and Families (FFCYF) Summary Chart

### Instructions:

Please use this document to complete the Summary Chart for your funding request. **Please do not alter the formatting of this document.**

### Before completing the Summary Chart please do the following:

- ✓ Review the Summary Chart component descriptions listed below.
- ✓ Set at least one target (no more than 3 targets) for each FFCYF Outcome you've identified for your funding request.
- ✓ Complete a Summary Chart for each set target.

### Summary Chart Components:

1. **FFCYF Outcome** – Select the FFCYF Outcome applicable to your funding request. Your selection should coincide with the FFCYF Outcome selected on the online application.
2. **Targets** – Indicate the **number** (**do not use percentages, whole numbers only**) of children and/or families you are committed to help achieve a specific level of gain. For us targets mean commitments, and not just aspirations or hopes. At the same time, keep them reasonable. Targets should reflect what you think you can achieve, even if everything does not go perfectly.
  - On the Summary Chart, complete the sentence, including the total number of participants you will serve, the number of participants that will achieve your target(s) and the specific details of what your participants will achieve.
  - If you are requesting funding for the following programming: advocacy, public awareness and education efforts, targets can be defined by the anticipated number of children and/or families that will be impacted by your programming. Additionally, targets can be defined by how your work will influence and educate those who are empowered, to create, change, and effect policies and decisions, that impact children, youth, and/or families during the expected grant period (January 1, 2019 – December 31, 2019).
3. **What Would Have Happened Without You?** – Indicate what you think would have happened in terms of this “gain” had your program not been in existence. We are not asking for scientific evidence-just the best possible intelligence you can obtain. Having a sense of “What would have happened without you?” helps clarify the direct value you add.
4. **Verification** – How will you verify that your target has been achieved? Please tell us the information or other evidence you will use to define success for your participants for each of your stated targets.
5. **Milestones and Project Steps** – Milestones are key achievements that will best show participant progress in getting from a present condition or circumstance to the gain you have targeted. Please include the date by which you plan to reach each milestone on your chart. A good way to approach milestones is to first list what *you* will do (**Project Steps**) to reach each target and then ask what *participants* must gain from each step, if they are to continue to move forward (**Milestones**).
6. **Your last milestone should be the same as the target you set.**

### Important Note:

- **The milestones you set become your primary management tool.** Without them, you might see early gains by some of your participants but have no clear indicator of whether enough people are moving forward to forecast success for the number targeted.
- **Your targets represent what you are committing to accomplish**, and we expect that you may need to adjust your project steps and milestones in order to meet them. We approach measurable targets from the perspective that people with targets out-perform those with less clear aiming points. While targets are critical to us, they are not about accountability, but about high performance.

Please review the Summary Chart instructions and component descriptions in advance of completing the Summary Chart.



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Organization Name

If applying for program/project support indicate the name of the program/project.  
If applying for general operating support indicate 'General Operating'.

1. Select the FFCYF Outcome applicable to your funding request's project/programming and target. Your selection should coincide with the FFCYF Outcome selected on the online application.

Outcome 1 - Homeless families achieve stability and transition to permanent housing with the assistance of support services.

Outcome 2 - Vulnerable families who are living in permanent housing and participating in resident services improve their personal and financial stability.

Outcome 3 - Low-income families at-risk of losing their homes maintain their rental housing and improve their personal and financial stability.

Outcome 4 - Foster children grow up in permanent, stable, loving families.

Outcome 5 - Foster youth have the life skills required to live independently, have a connection to a caring adult and are living in stable housing.

Outcome 6 - Preschool children in low-income communities are prepared to be successful in school.

Outcome 7 - Children and youth in low-income communities demonstrate improved academic success.

Outcome 8 - Young people from low-income communities enter college or career training programs.

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2. Target: Of the  participants we serve  will do the following.....(indicate below) **DO NOT use percentages, whole numbers only.**

- If you have more than one target, or if you are completing targets for other outcomes, complete a Summary Chart document for each target set.
- If you are requesting funding for the following programming: advocacy, public awareness and education efforts, targets can be defined by the anticipated number of children and/or families that will be impacted by your programming. Additionally, targets can be defined by how your work will influence and educate those who are empowered, to create, change, and effect policies and decisions that impact children, youth, and/or families, during the expected grant period (January 1, 2019 – December 31, 2019).



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3. What would have happened to those benefiting from your project if your program didn't exist?



4. Verification - How will you verify that your target has been achieved? Please tell us the information or other evidence you will use to define success for your participants for each of your stated targets.

- If you are requesting funding for the following programming: advocacy, public awareness and education efforts, verification can be defined by the tools used to evaluate the anticipated number of children and/or families that will be impacted by your programming. Additionally, verification can be defined by the tools used to evaluate the influence and education of your programming on those who are empowered, to create, change, and effect the policies and decisions that impact children, youth, and families during the expected grant period (January 1, 2019 – December 31, 2019).



Please review the Summary Chart instructions and component descriptions in advance of completing the Summary Chart.



**Complete Summary Chart Table.** Please use the Summary Chart table to indicate your programming's methodology (projects steps and milestones) and timeline (dates) to achieve the set target. **In advance of completing the Summary Chart table please review the Summary Chart instructions and component descriptions. Your last milestone should be your set target.**

**Fund for Children, Youth, and Families - Summary Chart Table**

Project Steps	Milestones	Date